

## **CITY OF BURBANK**

### **SENIOR REDEVELOPMENT PROJECT ANALYST**

#### **DEFINITION**

Under direction, to assist in the implementation and coordination of activities within a redevelopment project; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Provides assistance to Redevelopment Project Manager in the planning and implementation of redevelopment projects; oversees the collection, organization, and analysis of a variety of redevelopment, real estate and planning-related data; monitors and evaluates project activities; coordinates work with various City departments; arranges meetings with developers and City personnel; monitors project status to assure time schedules are met; drafts, prepares, and reviews written materials pertaining to development projects; assists in negotiations between developers and the Agency; coordinates activities of support personnel; develops and provides information for meetings with citizen groups, public officials, consultants, and other professional staff; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the theory, principles and practices of management, planning, real estate, and community redevelopment; California redevelopment law; the method and uses of financial and economic analysis.
- Ability to – communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from an accredited four year college with a degree in business, public administration, planning, or related field and three years of progressively responsible experience in real estate or urban redevelopment, with some portion of that time in an administrative capacity. NOTE: A Master's degree in business, public administration or related field may be substituted for one year of the required experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.